

Kendallville Public Library
Board of Trustees
Meeting Minutes
July 12, 2016
Meeting Rooms 1 & 2
Kendallville Public Library

Board Present:
Kemuel Prince, President
Jennifer Wells
Ray Scott-Vice President
Brandi Hicks
Jo Drudge, Treasurer
Don Ramsey
Linda Routsong, Secretary

Others Present:
Katie Mullins
Janice DeLong
Jenna Anderson

Board Absent:
Evelyn Argueta, Teen on Board

- I. **Call to Order:** Kemuel Prince called the meeting to order at 6:00 P.M.
- II. **Public Forum:** No one from the public spoke at the public forum.
- III. **Consideration of Approval for the June 14, 2016 Minutes:** Don Ramsey made a motion to approve the May 10, 2016 board minutes. Brandi Hicks seconded the motion and the motion passed.
- IV. **Report of Librarian:**
 - A. **Monthly reports:** The monthly statistical report is available online.
 - B. **Employee report:** Mindy Patterson's last day will be July 20th, she has taken a branch manager's position with the Allen County Public Library. The library has received several applications for Adult Services Manager and Katie Mullins will be interviewing on Wednesday and Thursday. Summer reading is going strong with this year's goal accomplished. The life size game activity is in the lead at this time with the adventure walk a couple hundred behind and the bike mobile in last place.
- V. **Finances & Facilities:**
 - A. **Financial Report:** The library received \$800.00 from Flint & Walling this year for the READ Program which is \$200.00 more than past years. Fitzpatrick Memorial Foundation sent \$1,157.00 for this quarter. The library has earned over \$1,600.00 in reward dollars for purchases made on the credit card and will be receiving preloaded visa cards.
 - B. **Consideration of payment of bills:** Linda Routsong moved that bills in the amount of \$106,874.63 be paid. Jennifer Wells seconded the motion and the motion passed.

C. Building Updates: M&S will be calling in the next week to schedule work days for the replacement of concrete and the upgrade for water flow on the east side of the building. Hamilton Electric has been investigating the power issue and has found that the air unit is causing the flickering of power. They have contacted the electric company for information and will continue investigating. The library is still waiting for an estimate from Quality Lawn on replacing the mulch with stone.

VI. New Business:

A. Quarterly Statistical Presentation: Katie Mullins reported that there is less reading going on but more experiences are happening in the library. For example, The Cortex equipment and the new maker kits are giving people more hands-on learning opportunities. This is the same results other libraries are seeing also.

B. Quarterly Financial Presentation: Upon comparing 2016 to 2015's seconded quarter the financials are looking very similar. The only noticeable difference at this time is the amount of cleaning supplies purchased. The difference is due to the opening of the new meeting rooms in the basement.

VII. Unfinished Business:

A. 2016 Strategic Plan: Attached is the response from Jennifer Wells. Ray Scott mentioned that Region 3A would be an option for help for the 2016 strategic plan.

B. Miscellaneous: The dead tree has been removed from the neighbor's property. The board asked Katie to call the city about the lawn. Jenna Anderson explained marketing techniques the library uses.

VIII. Adjournment: Ray Scott made a motion to adjourn the board meeting at 7:19 P.M. Don Ramsey seconded the motion and the motion passed.

Submitted by Linda Routsong